


Understanding value-driven delivery


Leading through change and challenges


Agile opportunities


Course review: Agile in practice


Optional: Uncovering job opportunities

 **Video:** Creating a job search plan  
5 min

 **Reading:** Job search project plan  
10 min

 **Practice Quiz:** Activity: Build a job search project plan  
1 question

 **Reading:** Activity Exemplar: Build a job search project plan  
10 min

 **Discussion Prompt:** Coursera Job Platform Help  
10 min


# Activity Exemplar: Build a job search project plan

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

## Completed Exemplar

To access the exemplar for this course item, click the link below and select “Use Template.”



Link to exemplar: [Job search project plan](#) 

OR

If you don’t have a Google account, you can download the template directly from the attachment below.

 **Activity Exemplar\_ Job search project plan**  
XLSX File



## Assessment of Exemplar

Compare the exemplar to your completed job search project plan. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Every job search is unique. In the exemplar, we’ve provided some examples that cover the data points below. Please review the tracker and feel free to adapt the plan to your own needs.

The **Job Tracker** tab includes:

- Date Applied
- Industry
- Company
- Job Title
- Job Description Link
- Resume Used
- Referral Name
- Referral Contact Information
- First Interview Date
- First Interviewer Name
- First Interviewer Contact Information
- Follow Up Email Date
- Second Interview Date
- Second Interviewer Name
- Second Interviewer Contact Information

The **Network Tracker** tab includes:

- Date Contacted
- Name of Contact
- Contact Information
- Industry
- Company
- Job Title
- Key Questions
- Professional Takeaways
- Personal Talking Points
- Further Questions
- Next Outreach

**Mark as completed**

